

DISS JVS

Consolidating Children SMOs into a single Parent SMO

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

Version 1.0

August 9, 2021





REVISION HISTORY

DATE	VERSION	CHANGE DESCRIPTION	AUTHOR
8/09/2021	1.0	RELEASED ON DCSA TEMPLATE	DCSA



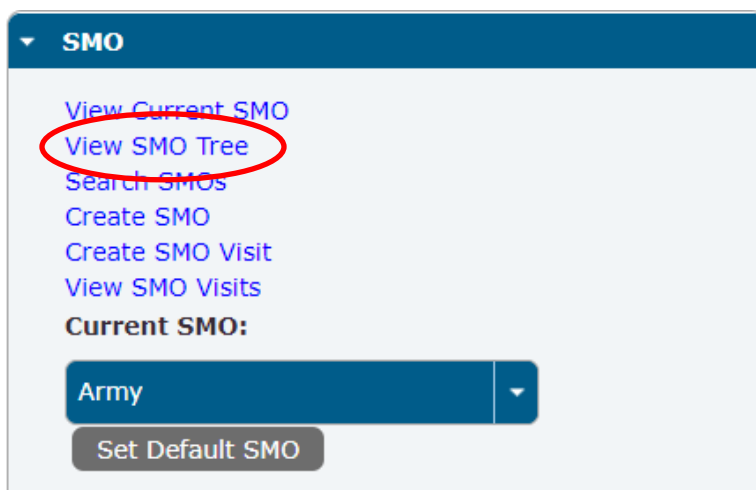
Consolidating Children SMOs into a single Parent SMO

OVERVIEW

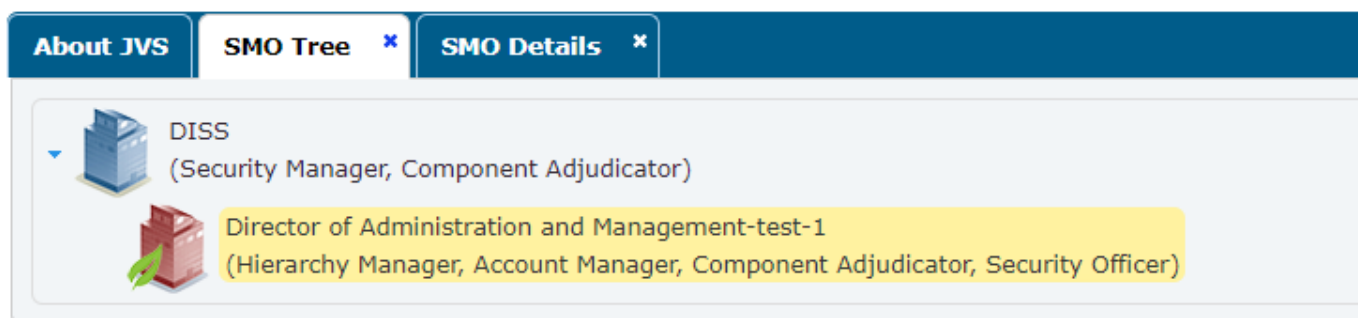
In the Defense Information System for Security (DISS) Joint Verification System (JVS), users may have Parent SMOs and Children SMOs. To ensure all SMOs are being managed by the highest Parent SMO under VROC, the Hierarchy Manager should consolidate Children SMOs under the identified Parent SMO. The Hierarchy Manager must ensure all Security Managers/Officers' roles are provisioned with the appropriate permissions after the move to highest Parent SMO. Users with Account Manager and/or Physical Access Control Personnel roles can search for subjects to verify eligibility and access. This job aid will instruct how to consolidate Children SMOs into the highest Parent SMO.

The Process

1. Click "View SMO Tree" in the SMO control panel located on the left-hand side of the screen.



- a. The SMO tree will populate beginning with DISS, then VROC (industry) and your Parent SMO.
- b. Click the carrot under the Parent SMO. This will open the list of children SMOs attached to the Parent SMO. Verify all SMOs listed.





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- c. For inaccuracies (missing SMOs, incorrect parent to child relationships) email DCSA DISS Provisioning dcsa.dcsa-northern.dcsa-dvd.mbx.diss-provisioning@mail.mil for all change requests.
 - d. Note: if an organization has more than 75 children/grandchildren SMOs, the hierarchy will be unavailable for viewing in DISS. The help desk will need to be contacted to verify all SMOs within the organization.
2. After SMO verification, select “Search SMOs” in the SMO control panel. (Ensure the default SMO is set to the highest SMO in your organization).
 - a. Type the 5-digit Cage code in the CAGE Code field and click “Search”.

Find SMO

SMO Attributes

SMO Name:

Organization Attributes

CAGE Code: Unit Identification Code:

U.S. Joint Organization: U.S. Agency Code:

Service Organization Code: Non U.S. Agency Code:

Sub Agency Code:

Location Attributes

Address Line 1: Address Line 2:

City: State:

Zip Code: Country:

- b. Highlight the SMO that needs to be moved and select Move SMO from the SMO Actions tab on the SMO Details tab.

Find SMO

SMO Attributes

SMO Name:

Organization Attributes

CAGE Code: Unit Identification Code:

U.S. Joint Organization: U.S. Agency Code:

Service Organization Code: Non U.S. Agency Code:

Sub Agency Code:

SMO Name	Status	Organization	Organization Type	SMO Parent
Director of Administration and Management-test-1	Active	Director of Administration and Management	DoD Civilian Agency	DISS
Army	Active	Director of Administration and Management	DoD Civilian Agency	DISS
Director of Administration and Management-Test-123	Active	Director of Administration and Management	DoD Civilian Agency	Other SMO



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- c. Type in the 5-digit Cage code or the SMO Name for the Parent SMO or where the selected SMO needs to be moved to.
- d. Select the desired Parent SMO for the move.

Navigation: About JVS | SMO Tree | Task Inbox

Assigned Tasks | Unassigned Tasks

Search Criteria

Period: Last Day
From Date: 2021/07/20
Task For: Hierarchy Manager
CSR Task Names: Select Tasks

Enable Date Range Filter: ☒ Yes ☐ No
To Date: 2021/07/21
Available Tasks: ☒ CSR

Search Reset

Active Tasks Unassigned (1)

Task Name	Description	Task Owner	Task For	Due Date
Move SMO Request - Review Move SMO Request	Review Move SMO Request regarding WHS HUMAN RESOURCES DIRECTORAT-GAT-3		Hierarchy Manager	2021/07/24

1

- e) Claim and then approve the move. The SMO Tree will reflect the change upon next login.

Navigation: About JVS | SMO Tree | Task Inbox | View CSR

Task Details

Request Type: Move SMO Request
Description: Review Move SMO Request regarding WHS HUMAN RESOURCES DIRECTORAT-GAT-3
Assignee:
Due Date: 2021-07-24 11:14:23

Request Details

Move SMO: WHS HUMAN RESOURCES DIRECTORAT-GAT-3
From Parent SMO: Army
To Parent SMO: Director of Administration and Management-test-1

Request Comments:

Comments:

2000 characters remaining

Approve Reject Claim Unclaim

3. Validate the subjects by those who belong and those that do not.
 - a. Identify the subjects to be removed or debriefed.



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b. Remove duplicate subjects.

About JVS | SMO Tree | Subjects | Mass Subject Transfer

SMOs to Transfer Subjects

From SMO: WHS HUMAN RESOURCES DIRECTORAT-GAT-3 To SMO: Army Search

Eligible Subjects

<input checked="" type="checkbox"/>	Last Name	First Name	SSN/PSSN	Birth Date	Eligibility	Inv Type	Inv Close Date
<input checked="" type="checkbox"/>	Revere	Paul	778-65-4475	1968-07-16	None		
<input checked="" type="checkbox"/>	Ross	Betsy	778-55-3364	1980-07-15	None		

Transfer Transfer All

Ineligible Subjects

Last Name	First Name	SSN/PSSN	Birth Date	Eligibility	Inv Type	Inv Close Date
No subjects available.						

c) Ensure the remaining Subject listing is accurate.

About JVS | SMO Tree | Subjects

Last Name	First Name
Willis	Sheryl
Thebuilder	Bob
Smyth	Cammy
smokeLName84	smokeFName84
Shueller	Anril
Ross	Betsy
Roles3	Test
Roberson	Amelia
Revere	Paul
Raymond	Ann
Ramos	Priscilla
Prime	Max
Polo	Marco
OneThree	Test
OneFive	Test



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- d) Conduct the necessary action (e.g., Mass transfer, debrief or indoctrination) using the applicable function. Below are sample formats/templates to be sent to the Customer Engagements Team at dcsa.ncr.nbis.mbx.contact-center@mail.mil:

HCR template Consolidate SMOs

HIERARCHY CHANGE (Consolidate SMOs)	
SMO AND SUBJECTS TO BE MOVED	NEW CONSOLIDATED SMO
5C5QQ	4LMNO
ABC12	
A9A24	

HCR template New Parent SMO

HIERARCHY CHANGE (Parent-Child)	
SMO CHILD TO BE MOVED	NEW PARENT SMO
5C5QQ	4LMNO

Add Access

SSN	SUBJECT NAME	CATEGORY	DISS SMO	RELATIONSHIP DATE	ACCESS	BRIEF DATE	NDA DATE	NDS DATE
999999999	SAMPLE, JOE	Industry	5VCR26-NO RTHROP GRUMMAN ENTERPRISE SECURITY SERVIC	2/23/2021	Secret	3/14/1989	3/14/1989	

Add Subject

SSN	SUBJECT NAME	CATEGORY	DISS SMO	RELATIONSHIP DATE	ACCESS	BRIEF DATE	NDA DATE	NDS DATE
999999999	SAMPLE, JOE	Industry	5VCR26-NO RTHROP GRUMMAN ENTERPRISE SECURITY SERVIC	2/23/2021	Secret	3/14/1989	3/14/1989	

Debrief Access

SSN	SUBJECT NAME	CATEGORY	SMO	RELATIONSHIP DATE	ACCESS	DEBRIEF DATE	NDA DATE
999999999	SAMPLE, JOE	Industry	5VCR26-NO RTHROP GRUMMAN ENTERPRISE SECURITY SERVIC	2/23/2021	Secret	3/14/1989	3/14/1989

Delete Subject

SUBJECT NAME	SMO
SAMPLE, JOE	3T020D - NORTHROP GRUMMAN SYSTEMS CORPORATION

For assistance contact DCSA Customer Engagements Team (CET), 724-794-7765 or email dcsa.ncr.nbis.mbx.contact-center@mail.mil